



PAPAIOEA
PALMERSTON
NORTH
CITY

PALMERSTON NORTH CITY COUNCIL

AGENDA

COUNCIL

9AM, WEDNESDAY 5 APRIL 2023

COUNCIL CHAMBER, FIRST FLOOR
CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH

MEMBERS

Grant Smith (Mayor)	
Debi Marshall-Lobb (Deputy Mayor)	
Mark Arnott	Leonie Hapeta
Brent Barrett	Lorna Johnson
Rachel Bowen	Billy Meehan
Vaughan Dennison	Orphée Mickalad
Lew Findlay (QSM)	Karen Naylor
Roly Fitzgerald	William Wood
Patrick Handcock (ONZM)	Kaydee Zabelin

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

pncc.govt.nz | Civic Administration Building, 32 The Square
City Library | Ashhurst Community Library | Linton Library

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

COUNCIL MEETING

5 April 2023

ORDER OF BUSINESS

1. Apologies

2. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

3. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

4. Public Comment

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Council matters.

(NOTE: If Council wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

- 5. **Petition: Over-utilisation of land – Kāinga Ora Housing Development at 16-24 South Street, Palmerston North** Page 7

- 6. **Confirmation of Minutes** Page 9
 "That the minutes of the ordinary meeting of 15 March 2023 Part I Public be confirmed as a true and correct record."

REPORTS

- 7. **Draft Interim Speed Management Plan - Approval for Public Consultation**
 Report, presented by Peter Ridge, Senior Policy Analyst.
[Report for decision, available from 1 March 2023 Council Agenda \(Item 10, page 193\)](#)

- 8. **Consideration of Options to Progress the Civic and Cultural Precinct Master Plan**
 Report, presented by Jono Ferguson-Pye, City Planning Manager and David Murphy, Chief Planning Officer.
[Report for decision, available from 1 March 2023 Council Agenda \(Item 9, page 39\)](#)

- 9. **Adopting the draft Vision, Goals and Principles to Inform the Development of the 2024-34 Long Term Plan** Page 19
 Memorandum, presented by Andrew Boyle, Head of Community Planning and Toni Grace, Principal Advisor - Long Term Plan.

- 10. **Business Assurance Report - Long Term Plan Review of Programme Planning, Budgeting, Prioritisation & Benefits** Page 65
 Memorandum, presented by Masooma Akhter, Business Assurance Manager, Andrew Boyle, Head of Community Planning and Andrew Wade, Director - KPMG.

11. **Sponsorship request - New Zealand Food Awards** Page 96
Report, presented by Jessica Ballinger, Marketing Manager.
12. **Draft Water Supply Bylaw 2023 - approval for consultation** Page 103
Report, presented by Lili Kato, Policy Analyst and Peter Ridge, Senior Policy Analyst.
13. **Further information on Council land options for an artificial turf (Long Term Plan Programme 1133 - Sportsfields – Artificial Football Pitch)** Page 155
Memorandum, presented by Ann-Marie Mori, Policy Analyst and Aaron Phillips, Activities Manager - Parks.
14. **Freedom Drive Road Reserve** Page 163
Memorandum, presented by Bryce Hosking, Acting Chief Infrastructure Officer.
15. **Council Work Schedule** Page 167

RECOMMENDATIONS FROM COMMITTEE MEETINGS

16. **Presentation of the Part I Public Strategy & Finance Committee's Recommendations from its 22 March 2023 Meeting** Page 171
17. **Exclusion of Public**

To be moved:

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
18. Minutes of the ordinary meeting - Part II Confidential - 15 March 2023	For the reasons setout in the ordinary minutes of 15 March 2023, held in public present.	

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

PRESENTATION

TO: Council

MEETING DATE: 5 April 2023

TITLE: Petition: Over-utilisation of land – Kāinga Ora Housing Development at 16-24 South Street, Palmerston North

RECOMMENDATION TO COUNCIL

1. That Council receive the petition 'Over-utilisation of land – Kāinga Ora Housing Development at 16-24 South Street, Palmerston North' for information.
-

SUMMARY

Presentation of a petition 'Over-utilisation of land – Kāinga Ora Housing Development at 16-24 South Street, Palmerston North'.

The petition is as follows:

Kāinga Ora is building 10 double storey houses, **2 joined per section** at 16-24 South Street, Palmerston North. **No garage space** would be provided for the tenants of the houses. These houses will overlook neighbours' properties offering **no privacy**. Kāinga Ora will cram families into these small houses. These 10 houses will bring additional utilities, without upgrade to **plumbing/sewage**. **Noise and traffic** will increase, and **PNINS/central city workers'** parking is horrendous as is. This is not consistent with South Street which is predominantly made of single dwelling homes.

We ask for this to be reconsidered to allow 4 houses to be built.

The petition has been signed by 38 people.

ATTACHMENTS

NIL

PALMERSTON NORTH CITY COUNCIL

Minutes of the Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 15 March 2023, commencing at 9.00am

Members Present: Grant Smith (The Mayor) (in the Chair) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Karakia Timatanga

Councillor Roly Fitzgerald opened the meeting with karakia.

Declaration of Interests

Councillor Kaydee Zabelin declared an interest in Item 19 'Trustee Appointment to The Regent Theatre Trust Board' (confidential) and took no further part in discussion or debate.

Councillor Leonie Hapeta declared a conflict of interest in Item 7 'Fees and Charges Review' (clauses 31.2 and 31.5 only) and took no further part in discussion or debate.

29-23

Confirmation of Minutes

It was requested that the minutes of the ordinary meeting of 1 March 2023 be amended to record in the 'Declaration of Interests' section the nature of Councillor Brent Barrett's conflict of interest, being his participation in the Private Plan Change Matangi Residential Area as a member of the Hearing Panel.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the minutes of the ordinary meeting of 1 March 2023 Part I Public be confirmed as a true and correct record, as amended.

Clause 29-23 above was carried.

REPORTS

30-23 **Annual Budget (Plan) 2023/24 - Adopting Supporting Information and the Consultation Document**

Memorandum, presented by Cameron McKay, Chief Financial Officer, and Steve Paterson, Strategy Manager - Finance.

In discussion Elected Members requested that the table on page 9 of the draft Consultation Document for the 2023/24 Draft Annual Budget (Plan) be removed because it did not reflect the broader process and all the decisions made on the matter.

Moved Brent Barrett, seconded Leonie Hapeta.

RESOLVED

1. That the Table referring to 'Decisions made to proposed Annual Budget prior to consultation' be removed from the Consultation Document for the 2023/24 Draft Annual Budget.

Clause 30.1-23 above was carried.

Moved Grant Smith, seconded Debi Marshall-Lobb.

2. That the Council adopt the Supporting Information (Attachment 2) as the material relied upon to prepare the Consultation Document for the 2023/24 Draft Annual Budget (Plan).
3. That the Council adopt the Consultation Document (Attachment 3) for the 2023/24 Draft Annual Budget (Plan), as amended.
4. That the Mayor and Chief Executive be delegated authority to make minor amendments to the Consultation Document prior to publication.

Clauses 30.2 to 30.4-23 above were carried.

The meeting adjourned at 10.02am.

The meeting resumed at 10.24am.

31-23 **Fees and Charges Review**

Report, presented by Steve Paterson, Strategy Manager - Finance.

With regard to recommendations below, Elected Members agreed increases at lower rates than had been recommended by officers. Motion 9(a)(i) was put to acknowledge the cost of living pressures on the community. Similarly, motion 9(b) was put in order to moderate the charges' increase impact on the community.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the report titled 'Fees and Charges Review',

presented on 15 March 2023, and that the current status of fees and charges be noted.

Clause 31.1-23 above was carried.

Moved Grant Smith, seconded Debi Marshall-Lobb.

Trade Waste

2. That the proposal to adopt updated fees and charges for Trade Waste services effective from 1 July 2023 as attached in Appendix 2, be approved for public consultation and the Chief Executive be authorised to undertake the necessary consultative process under sections 82 and 150 of the Local Government Act 2002.

Clause 31.2-23 above was carried.

Note:

Councillor Leonie Hapeta declared a conflict of interest, withdrew from the discussion and sat in the gallery.

Moved Grant Smith, seconded Debi Marshall-Lobb.

Planning & Miscellaneous

3. That the Statement of Proposal (and the associated summary) to adopt updated fees and charges for Planning Services and Miscellaneous Services effective from 1 July 2023 as attached in Appendix 3, be approved for public consultation and the Chief Executive be authorised to undertake the necessary consultative process under sections 83 and 150 of the Local Government Act 2002.

Clause 31.3-23 above was carried.

Moved Grant Smith, seconded Debi Marshall-Lobb.

Building

4. That the fees and charges for Building Services, as proposed in Appendix 4 be adopted and following public notification take effect from 1 July 2023.

Clause 31.4-23 above was carried.

Moved Grant Smith, seconded Debi Marshall-Lobb.

Environmental Health

5. That the fees and charges for Environmental Health Services (in terms of regulation 7 of the Health (Registration of Premises) Regulations 1966) as proposed in Appendix 5, be adopted and following public

notification, take effect from 1 July 2023.

Clause 31.5-23 above was carried.

Note:

Councillor Leonie Hapeta declared a conflict of interest, withdrew from the discussion and sat in the gallery.

Moved Grant Smith, seconded Debi Marshall-Lobb.

Animal Control

6. That the fees and charges for the Impounding of Animals (in terms of section 14 of the Impounding Act 1955) and for Dog Registration and Dog Impounding (in terms of sections 37 and 68 of the Dog Control Act 1996) as proposed in Appendix 6 be adopted, and following public notification, take effect from 1 July 2023.

Burial & Cremation

7. That the fees and charges for Burial and Cremation, as proposed in Appendix 7 be adopted and following public notification, take effect from 1 July 2023.

Service Connections

8. That the fees and charges for Service Connections, as proposed in Appendix 8 be adopted and take effect from 1 July 2023.

Clauses 31.6 to 31.8-23 above were carried.

Moved Lorna Johnson, seconded Patrick Handcock.

Resource Recovery

9. That the changes to fees and charges for Resource Recovery, as proposed in Appendix 9, be adopted and take effect from 1 July 2023, incorporating:

a) MAXIMUM RETAIL PRICE FOR KERBSIDE RUBBISH BAGS

a)(i) That the maximum retail price for PNCC kerbside rubbish bags (large) be \$2.90, noting that this is not in line with our policy but is in response to cost of living pressures on our community.

Clause 31.9(a)(i)-23 above was carried 11 votes to 5, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Lorna Johnson, Billy Meehan and Kaydee Zabelin.

Against:

Councillors Brent Barrett, Leonie Hapeta, Orphée Mickalad, Karen Naylor and William Wood.

Moved Lorna Johnson, seconded Patrick Handcock.

9. That the changes to fees and charges for Resource Recovery, as proposed in Appendix 9, be adopted and take effect from 1 July 2023, incorporating:

a) MAXIMUM RETAIL PRICE FOR KERBSIDE RUBBISH BAGS

a)(ii) Option 2 for small PNCC kerbside rubbish bags.

Clause 31.9(a)(ii)-23 above was carried 12 votes to 4, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Rachel Bowen, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Lorna Johnson, Billy Meehan, Karen Naylor and Kaydee Zabelin.

Against:

Councillors Brent Barrett, Leonie Hapeta, Orphée Mickalad and William Wood.

Moved Vaughan Dennison, seconded Lorna Johnson.

9. That the changes to fees and charges for Resource Recovery, as proposed in Appendix 9, be adopted and take effect from 1 July 2023, incorporating:

b) ASHHURST TRANSFER STATION RUBBISH DISPOSAL

That Council adopt Option 2 with any increase capped at a maximum increase of \$25 of the current trailer charges.

Clause 31.9(b)-23 above was carried.

Moved Grant Smith, seconded Debi Marshall-Lobb.

Parks and Reserves

10. That the fees and charges for Parks and Reserves as proposed in Appendix 10 be adopted and take effect from 1 July 2023.

Backflow Prevention

11. That the fees and charges for Backflow Prevention testing and maintenance as proposed in Appendix 11 be adopted and take effect from 1 July 2023.

Corridor Access Request

12. That the fees and charges for Corridor Access Requests as proposed in Appendix 12 be adopted and take effect from 1 July 2023.

Clauses 31.10 to 31.12-23 above were carried.

32-23

Adoption of the Local Governance Statement 2022-25

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council adopt the Local Governance Statement 2022-2025 (Appendix 1) to replace the Local Governance Statement 2019-2022.
2. That Council delegate authority to the Chief Executive to make minor amendments to the Local Governance Statement 2022-2025 to keep it up to date.

Clause 32-23 above was carried.

33-23

Council Submission on the Sale and Supply of Alcohol (Community Participation) Amendment Bill

Memorandum, presented by Peter Ridge, Senior Policy Analyst.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council note the submission to the Justice Select Committee on the Sale and Supply of Alcohol (Community Participation) Amendment Bill.

Clause 33-23 above was carried.

34-23

Council Submission to the Inquiry into the 2022 Local Elections

Memorandum, presented by Hannah White, Democracy and Governance Manager.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council note Council's submission to the Justice Committee Inquiry into the 2022 Local Elections (Attachment 1).

Clause 34-23 above was carried.

35-23

Council Submission on the Local Government Official Information and Meetings Amendment Bill

Memorandum, presented by Desiree Harvey, Legal Counsel.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council note Council's submission on the Local Government Official Information and Meetings Amendment Bill (Attachment 1).

Clause 35-23 above was carried.

36-23 Council Work Schedule

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That the Council receive its Work Schedule dated 15 March 2023.

Clause 36-23 above was carried.

RECOMMENDATIONS FROM COMMITTEE MEETINGS

37-23 Economic Growth Committee Part I Public - 22 February 2023

Consideration was given to Economic Growth Committee recommendations as appended to these minutes.

Moved William Wood, seconded Vaughan Dennison.

RESOLVED

Main Street Cycleway - Permanent Solution Decision

1. That Council endorse Option 1: Retain the existing Pioneer Highway temporary cycleway infrastructure until it reaches the end of its useful life and replace it and progress the remaining pieces as a permanent solution to create a complete and safe cycleway along that route.

Clause 37-23 above was carried, with 1 abstention.

38-23 Culture & Sport Committee Part I Public - 8 March 2023

Consideration was given to Culture & Sport Committee recommendations as appended to these minutes.

Councillor Rachel Bowen, Chairperson of the Culture & Sport Committee, noted that decisions in clause 8-23 of the Minutes of the Committee meeting dated 8 March 2023 were made by the Committee under delegated authority, and need not be presented as recommendations to Council.

Moved Rachel Bowen, seconded Billy Meehan.

RESOLVED

Victoria Esplanade User Group - Amendments to Terms of Reference

1. That Council approve amendments to the 2018 Victoria Esplanade User Group Terms of Reference, as detailed in Attachment 1 of this report.

Clause 38-23 above was carried, with 1 abstention.

EXCLUSION OF PUBLIC

39-23 Recommendation to Exclude Public

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
18.	Confirmation of Minutes - Part II Confidential – 15 February 2023	For the reasons set out in the ordinary minutes of 15 February 2023, held in public present	
19.	Trustee Appointment to The Regent Theatre Trust Board	Privacy	s7(2)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Clause 39-23 above was carried.

Deferral of Items to the next Council meeting

The Mayor advised that the following Items of the Agenda would be

deferred to the Council meeting to be held on 5 April 2023:

- Item 9 'Draft Interim Speed Management Plan - Approval for Public Consultation'.
- Item 10 'Consideration of Options to Progress the Civic and Cultural Precinct Master Plan'.

The public part of the meeting finished at 11.38am.

Confirmed 5 April 2023

Mayor

MEMORANDUM

TO: Council

MEETING DATE: 5 April 2023

TITLE: Adopting the draft Vision, Goals and Principles to Inform the Development of the 2024-34 Long Term Plan

PRESENTED BY: Andrew Boyle, Head of Community Planning and Toni Grace, Principal Advisor - Long Term Plan

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATION(S) TO COUNCIL

1. That the Council adopt a draft Vision to inform the development of the 2024-34 Long Term Plan (LTP) either:
 - a) *He iti rā, he iti pounamu. Small city benefits, big city ambition*
or
 - b) *He iti rā, he iti pounamu. Small city benefits, big city opportunities*
or
 - c) Some other wording that reflects Council's aspirations for the 2024-34 LTP. (Note that in this case the appropriateness of *He iti rā, he iti pounamu* would need to be checked).
2. That the Council adopt as its draft City Goals to inform the development of the 2024-34 LTP:
 1. Either:
 - a) *An Innovative and Growing City*
or
 - b) *An Innovative and Prosperous City*
 2. *A Creative and Exciting City*
 3. *A Connected and Safe Community*
 4. *A Sustainable and Resilient City*

3. That either:

a) the Council confirm the 2021 Principles as its draft Principles to inform the development of the 2024-34 LTP:

- *Inclusive*
- *Open*
- *Ambitious*
- *Bold*
- *Enabling*
- *Guardianship*
- *Caring*

or

b) the Council adopt a new set of draft Principles for the development of the 2024-34 LTP.

4. That the Council receive ‘*He aha rā ngā whāinga matua? What really matters?*’ to inform the development of the 2024-34 LTP. This is included as Appendix 1.

1. ISSUE

The purpose of this report is for Council to adopt the draft Vision, Goals and set of Principles as the foundation for the development of the 2024-34 Long Term Plan (LTP). This will ensure that Elected Members, Rangitāne, staff, and the wider community have a clear understanding of the strategic direction that will drive the development of the 2024-34 LTP.

Note: these recommendations are about adopting draft Vision, Goals and Principles for the purpose of developing the 2024-34 LTP. They do not replace the current Vision, Goals and Principles. The current Vision, Goals and Principles were adopted with the 2021-31 LTP. Any new Vision, Goals and Principles will be formally adopted with the new LTP in June 2024, following community consultation.

2. COUNCIL’S DRAFT VISION, GOALS AND PRINCIPLES TO INFORM THE DEVELOPMENT OF THE 2024-34 LTP

Draft Vision for the development of the 2024-34 LTP

Council's current Vision is:

He iti rā, he iti pounamu. Small city benefits, big city ambition.

This was adopted by Council as part of the 2018-28 LTP and Council reconfirmed it through the 2021-31 LTP. It has been endorsed by Rangitāne in 2018 and 2021, and it fits well with Rangitāne's strategic aspirations.

Anecdotally, it has been well received by the community, and there has been very little comment on it in LTP submissions.

Elected Members and Rangitāne representatives have held some initial and informal discussions about the Vision, Goals and Principles. This was through a workshop on 2 December 2022 and a strategic retreat on 9-10 February 2023. Elected Members were also surveyed for their informal views on the Vision and Goals.

These initial discussions and survey results show that there are some areas of consensus about the current Vision:

- Consensus that the Vision needs to describe a sustainable city that promotes Palmerston North's social, economic, environmental and cultural well-being in the present and the future (from Local Government Act section 5).
- Consensus that the te reo component of the Vision – *he iti rā, he iti pounamu* - sums up well what Elected Members and Rangitāne want to keep and achieve. (Note: *He iti rā, he iti pounamu* means "it is small, but it is still a treasure" so it is not a literal translation of *Small city benefits, big city ambition*.)
- Consensus that *small city benefits* sums up well what Elected Members and Rangitāne want to keep and achieve.
- Consensus that the Vision and Goals will only be achieved if Council works in partnership with communities, organisations, businesses and central government.
- Consensus that a broader, balanced scorecard approach is needed to measure progress towards the Vision and Goals.

Officers understand that there are mixed views on *big city ambition*. There appears to be consensus that big cities have some advantages and some disadvantages (as do small cities). Elected Members and Rangitāne representatives suggested the Vision should contain the best of both worlds – having the advantages of a big city and a small city, without any of the disadvantages. Comments included:

- Some look at big and see advantages, while others see disadvantages.
- Some feel that big implies growing larger and spreading out, while others feel it implies 'being bigger and better'.
- Some feel that *ambition* implies a strong desire to improve, while others feel it implies expensive projects.
- Some feel that *big city opportunities* better encapsulates the advantages of a big city, but others feel it loses the drive and direction of *ambition*.

Council's draft City Goals for the development of the 2024-34 LTP

Elected Members and Rangitāne representatives also informally discussed the Goals that sit under the Vision.

Council currently has five Goals:

1. An Innovative and Growing City
2. A Creative and Exciting City
3. A Connected and Safe Community
4. An Eco City
5. A Driven and Enabling Council (covered in the next section).

The first four Goals are about the City and they reflect the four well-beings from the Local Government Act. Elected Members and Rangitāne representatives commented that as a set they cover the breadth of what Council should pursue to ensure Palmerston North is a sustainable city. Elected Members and Rangitāne representatives also commented that the Goals are best seen as an integrated set, with many links between them.

Key points raised during the discussions and survey feedback about the City Goals are:

- There are mixed views on the wording of Goal 1. Some are comfortable with the current wording of *An Innovative and Growing City*. Others feel that *An Innovative and Prosperous City* is more appropriate. This reflects the different views about growth in the discussion about the Vision.
- The focus of Goal 1 is not just about getting more jobs – it is also about skills, talent and the quality of jobs, as well as business growth and a low-carbon economy.
- Goal 1 also needs more of a focus on housing, e.g. inner-city housing / intensification, green houses and housing targeted at transient and disadvantaged communities as well as ensuring there is enough zoned and infrastructure-ready land to meet demand.
- Goal 2 is about improving 'the vibe of the city' so it is more exciting and vibrant.
- Goal 2 includes making Palmerston North a more attractive and inclusive city for students (and all other communities).
- Goal 2 includes enabling residents to participate in the life of the city and making them feel like they belong.
- Goal 2 also includes encouraging more involvement in passive and active recreation, including the arts and events.

- Goal 3 includes more emphasis on social housing, either directly provided by Council or through supporting for providers.
- Goal 3 includes more emphasis on safety.
- Goal 3 includes increasing diversity and inclusivity.
- Goal 3 also needs more focus on rebuilding social connections – especially for youth, and to recover connections that have been lost through Covid-19.
- The “Eco city” wording of Goal 4 does not give a clear picture of what Council is wanting to achieve.
- Goal 4 needs to be more about resilience – e.g. climate change adaptation, reducing infrastructure failure risks, food security and biodiversity. As part of this, there is a general feeling that the Goal could be more clearly worded as *A Sustainable and Resilient City* (instead of An Eco City).
- Goal 4 needs to focus more on reduce carbon emissions (especially city-wide).
- Goal 4 also needs more emphasis on resource recovery and waste minimisation.

This feedback from Elected Members will provide a foundation for strategies that show how the Goals will be implemented. Strategy development is the next big stage in the development of the LTP, and these draft documents will be brought back to Elected Members for their further discussion and reflection. To assist with that task, staff recommend that Elected Members confirm their direction through resolutions. In particular, there are two areas where more direction would be helpful:

- a) Resilience: Staff advice is that the recent floods have shown the crucial importance of resilient communities. They have shown that resilience is the result of individuals, communities, organisations, businesses, and central and local government all working together. Elevating resilience to the level of a City Goal would demonstrate that making Palmerston North a more resilient city is a priority for Council. Also, an Eco city is a fairly general term, whereas *A Sustainable and Resilient City* sits better alongside the other Goals and is more descriptive about what Council will focus on.
- b) Growth and prosperity: Staff are also looking for direction from Elected Members on whether Goal 1 should be *An Innovative and Growing City* or *An Innovative and Prosperous City*. This direction will shape the development of the Strategies.

Proposed approach to an organisational goal for the 2024-34 LTP

The fifth Goal (current) is about the Council. There were discussions that, while some elements of the Goal are external (e.g. encouraging active citizenship and providing good customer service), much of it is internally focused and describes the type of organisation needed to deliver the four City Goals. As such, there is a general feeling amongst Elected Members that instead of seeing it as a Goal, it

should be embedded in the four City goals and the Principles, whilst not losing some of the performance measures and targets associated with the current Goal 5.

As a result this report contains no recommendation to adopt a standalone organisational goal. If Council does not adopt any organisational goal then the 2024-34 LTP will show how the Council will be resourced to enable it to deliver on the four City Goals in a high performing and cost-effective way. This will be part of the engagement and consultation on the LTP.

Council’s draft Principles for the development of the 2024-34 LTP

As part of the 2021-31 LTP the Council adopted seven Guiding Principles:

- Inclusive
- Open
- Ambitious
- Bold
- Enabling
- Guardianship
- Caring.

Council adopted the first six principles in 2018. It added *Caring* in 2021.

The conversations between Elected Members and Rangitāne representatives suggested that, as a set, the Principles provide a good description of how Elected Members and staff should interact with residents and organisations in the City. However, there was discussion about amending some of these:

- *Open* – sits in *inclusiveness* and *guardianship*
- *Ambition* sits well here (rather than in the Vision)
- *Ambitious* and *bold* cover the same thing
- Do not need *caring* as a principle as it is part of the goals.

3. NEXT STEPS

The LTP is a process of resolving the tension between the vision (what Council and the community want to achieve) and the reality (what is affordable and achievable).

Now that Council has set its draft Vision and Goals for the development of the LTP, the process focusses on what Council can do to achieve the Vision and Goals and how much this would cost, before Councillors prioritise the potential actions into a draft strategic, affordable and achievable list of services and projects for community consultation.

Key steps in this include:

- developing the Strategies
- developing costed Plans
- developing Asset Management Plans
- developing levels of service
- developing programmes and budgets
- developing the prioritisation process for levels of service and programmes
- reviewing the Financial and Infrastructure Strategies and the associated Financial Policies
- Council prioritisation of the levels of service and programmes
- preparing an initial draft of the consultation material
- community engagement and formal consultation
- finalising and adopting the LTP.

These are iterative processes rather than separate steps and staff are currently refining the LTP project plan to ensure the process moves forward smoothly.

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
Through these recommendations the Council will adopt the draft Vision, Goals and Principles to inform the development of the 2024-34 LTP.	

ATTACHMENTS

1. Community Views - What Really Matters [!\[\]\(49aa2e1da5fe39294864e9598c593810_img.jpg\) !\[\]\(7d0a8d8b1031f74abe67b09fcf4a2322_img.jpg\)](#)

MEMORANDUM

TO: Council

MEETING DATE: 5 April 2023

TITLE: Business Assurance Report - Long Term Plan Review of Programme Planning, Budgeting, Prioritisation & Benefits

PRESENTED BY: Masooma Akhter, Business Assurance Manager, Andrew Boyle, Head of Community Planning and Andrew Wade, Director - KPMG

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATION TO COUNCIL

1. That Council receive the memorandum titled 'Business Assurance Report – Long-Term Plan Review of Programme Planning, Budgeting, Prioritisation & Benefits', presented to Council on 5 April 2023.
-

1. ISSUE

The Business Assurance plan for 2021/22 approved by Council on 21 December 2021 required the following two reviews:

- a) Review of project planning and budgeting
- b) Benefits realisation framework and strategic prioritisation review

Following a scoping exercise for each, it was deemed that these reviews would be delivered more effectively if combined as they are both crucial parts of the Long-Term Plan (LTP) process.

The report attached to this memorandum is the outcome of this review.

2. BACKGROUND

The objective of this review is to provide confidence to stakeholders that the LTP planning and budgeting processes are robust and ensure that Elected Member decisions are made with appropriate information.

The findings of this review are based on interviews with key stakeholders to the process and a review of relevant documents. Interviews were conducted with both Officers and Elected Members to gain insights on the processes used in previous LTPs, their strengths and weaknesses, and where interviewees saw opportunities to improve. In addition to interviews with Palmerston North City Council (PNCC) staff,

two other large New Zealand city councils were engaged with to provide an alternative perspective on how their LTPs are produced. The findings presented are the result of fieldwork completed between 19 September and 22 November 2022.

It appears that PNCC follows a reasonably structured (albeit both protracted and rushed at certain points) process to work with Elected Members to consider changes to Plans, Levels of Service and potential new programmes for inclusion in the LTP. This is undertaken within an inherently challenging context given incomplete and uncertain information, the political context in which it is undertaken, long-term budget horizons and the requirement to make trade-offs across multiple competing domains and activities.

Notwithstanding the above, it is concluded that there are a range of areas across planning, budgeting, prioritisation and benefits which could be strengthened to provide Elected Members with better information to make informed LTP decisions. Business Assurance has previously undertaken a quality assurance process to identify issues with the LTP process and Management has proactively taken steps to improve key aspects. The recommendations from this review would, over time, continue to support ongoing improvement of the LTP.

The key findings and recommendations are set out in the body of the report attached. Based on the results, PNCC processes have overall been rated as 'Developing'. This overall rating means that some weaknesses were identified in the LTP development process that should be remedied in upcoming LTPs to ensure that Elected Member decisions are made with appropriate information and objectives are achieved.

For many of the recommendations it was recognised that PNCC was generally aware of the issue and already working towards achieving the recommendation to some degree. Recommendations are therefore focused on strengthening and improving current practice. PNCC should look to implement these recommendations over time with a focus on high priority items.

An action plan has not yet been finalised. There are quite a few recommendations in this report that will be rolled out over the next couple of LTPs. Therefore, it was deemed more appropriate to gain insights from Management and Governance to see where the priority should be placed for the upcoming LTP. Once gained, we will work with Management to develop an action plan and present to Governance for approval.

3. MANAGEMENT COMMENT BY CHIEF PLANNING OFFICER

Management acknowledges the findings and recommendations of the KPMG Review. The issues raised by KPMG were also largely identified in the Business Assurance Debrief of the 2021-31 LTP process. Many are already being addressed through the 2024-34 LTP Project Plan.

KPMG's recommendations mostly focus on strengthening and improving current practice, rather than identifying fundamental gaps in our process. Many of the recommendations are about the quality of financial and non-financial information

for levels of service and programmes. Our suggested approach will be to focus on the following three areas:

1. **Improved information on levels of service and maintained service level budgets.** Give Elected Members better information to make decisions about Activity¹ levels of service and budgets throughout the LTP process.

For each Activity the information will show:

- The current level of service. Why we provide it and the difference it makes to peoples' lives.
- The cost of providing it. What that cost is made up of.
- How and why the level of service has changed over time. Why its costs have changed.
- Evidence that we are providing the right level of service, and that we are providing it efficiently.
- If Elected Members want to change a level of service, we will provide some costed options, with their anticipated impacts.

The intention is to provide a meaningful narrative, rather than to present detailed financials.

2. **Improved information on programmes.** Provide Elected Members with improved programme descriptions and justifications, especially for major projects in the 2024-34 LTP. Consider developing a full business case model as part of the next LTP.
3. **Levels of Service trade-offs.** Ensure, through the previous two points, that Elected Members have good information to consider levels of service and programme trade-offs.

Then, as part of the debrief on the 2024-34 LTP, we will reconsider all of KPMG's recommendations to see whether the improvements have met Elected Member (and other) expectations or whether further improvements are needed.

4. NEXT STEPS

Once an action plan has been finalised and agreed with Management, it will be presented to Council or Risk & Assurance Committee (whichever is earlier) for approval.

¹ Activities are groups of our day-to-day services eg, Transport, Play and Recreation, Economic Development, etc. They are the main chapters of the Long-Term Plan.

5. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual		Yes
Are the decisions significant?		No
If they are significant do they affect land or a body of water?		No
Can this decision only be made through a 10 Year Plan?		No
Does this decision require consultation through the Special Consultative procedure?		No
Is there funding in the current Annual Plan for these actions?		Yes
Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 5: A Driven & Enabling Council		
The recommendations contribute to the achievement of action/actions in (Not Applicable)		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	This report is presented as a business assurance activity in response to the business assurance plan approved by Council.	

ATTACHMENTS

1. LTP Review Report [↓](#) 

REPORT

TO: Council

MEETING DATE: 5 April 2023

TITLE: Sponsorship request - New Zealand Food Awards

PRESENTED BY: Jessica Ballinger, Marketing Manager

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATIONS TO COUNCIL

1. That Council confirm:

EITHER

OPTION ONE

Include a new programme of up to \$64K over three years to support the New Zealand Food Awards as part of the Annual Budget 2023/24 deliberations in May/June

OR

OPTION TWO

Increase existing Programme 1480 by up to \$12K in 2023/24, \$12K in 2024/25 and \$30K in 2025/26, as part of the Annual Budget 2023/24 deliberations in May/June

OR

OPTION THREE

Decline request

2. That Council note \$12,000 is also committed in 2024/25 and \$40,000 in 2025/26, should the decision be OPTION 1 or OPTION 2 and the Programme confirmed as part of the 2023/24 Budget.

1. ISSUE

- 1.1 Massey University annually hosts the New Zealand Food Awards. Should Council wish to enter a sponsorship contract with Massey University, the Awards Gala dinner will be held in Palmerston North in 2025.
- 1.2 The sponsorship request is for Year 1 "Category Partner" (FY 23/24 \$12,000), Year 2 "Category Partner" (FY 24/25 \$12,000) and Year 3 "Strategic Partner" (FY 25/26 \$40,000).

- 1.3 The Support and Funding Policy does not allow for the Sponsorship Fund to be used for more than half of the total fund for any one application. Therefore, this application would be declined, as Officers could not agree Years 1 and 2 without also agreeing Year 3. Therefore, Officers are bringing this proposal to Council for decision.
- 1.4 As this proposal has come midway through the Annual Budget process, the recommendation is to refer the final decision to budget deliberations. The recommendation above also notes that any decision would commit the Council across the new Long-Term Plan.

2. BACKGROUND

Sponsorship fund budget

- 2.1 The Sponsorship Fund (Programme 1480) proposed for the 2023/24 Annual Budget is \$54,000. At February month-end the 2022/23 Sponsorship Fund was forecast to be fully allocated, with a full quarter of the financial year remaining. Officers expect a similar response to the contestable fund for 2023/24.
- 2.2 A previous contract for the New Zealand Food Awards was signed committing the event to be held in Palmerston North in 2021. Due to COVID-19 this event was postponed and held in 2022.
- 2.3 The Support and Funding Policy (section 17- Allocation) states:

 “A maximum of \$10,000 is available per application, otherwise staff have the discretion to award up to 50% of total funding to an eligible proposal.”

 This proposal is above the policy limit.
- 2.4 The Sponsorship Fund is subject to stipulations set out in the Support and Funding Policy (below). The proposed sponsorship of the New Zealand Food Awards has been assessed using the criteria

Support Priority	Assessment	Comment
Contribution to Goal 1 of Council Strategic direction	Achieved	Food innovation is a vital part of the city identity. This would support CEDA's Manawatū Food Strategy referenced in Goal 1- Economic Development Chapter and Councils Palmy identity - Palmerston North becoming the food and innovation Capital of Aotearoa.
Is innovative, delivering something new or addressing an issue that	Partial	Difficult to claim the event is innovative or new when it repeats annually.

affects the people of Palmerston north in line with Council's strategic goals.		
Significant regional or national importance	Achieved	Event is of national importance to the sector.
Positively profiles the city of Palmerston North	Partial	One of three years in Palmerston North. In Year 1 & 2 Palmerston North are category sponsors so would be recognised. High in Year 3
Provides quantifiable benefit	Partial	Economic impact to city is higher in Year 3 and lower in Years 1 & 2. In 2022, 44% of attendees travelled from outside the region. Risk that the event remains in Auckland and Palmerston North food innovation image is lessened as a consequence.

3. CONCLUSION

- 3.1 Food and innovation are key sectors for the city to leverage, and a focus for this event.
- 3.2 The Sponsorship Fund for 2023/24 is expected to be fully subscribed even prior to receiving this proposal.
- 3.3 Should Council wish to prioritise this event, Officers would recommend that a separate budget line be established (Option 1). Doing so clarifies the commitment and would prevent disadvantage to other applications to the Sponsorship Fund in future years.
- 3.4 Alternatively, Option 2 allows for the Food Awards sponsorship proposal to be covered under the current policy and increased funding to Programme 1480.

4. NEXT STEPS

- 4.1 Should Council agree Option 1 or Option 2, Officers will include the recommendation for Elected Members to consider in the budget debate on 31 May. Officers will work with the New Zealand Food Awards team on promoting the city as the food innovation hub for New Zealand.

COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?		Yes
Are the decisions significant?		No
If they are significant do they affect land or a body of water?		No
Can this decision only be made through a 10 Year Plan?		No
Does this decision require consultation through the Special Consultative procedure?		No
Is there funding in the current Annual Plan for these actions?		No
Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 1: An Innovative and Growing City		
The recommendations contribute to the achievement of action/actions in Economic Development		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Contribution to economic benefit is outlined above.	

ATTACHMENTS

NIL

REPORT

TO: Council

MEETING DATE: 5 April 2023

TITLE: Draft Water Supply Bylaw 2023 - approval for consultation

PRESENTED BY: Lili Kato, Policy Analyst, and Peter Ridge, Senior Policy Analyst

APPROVED BY: David Murphy, Chief Planning Officer

RECOMMENDATIONS TO COUNCIL

1. That Council approve the draft Palmerston North Water Supply Bylaw 2023 for consultation (Attachment 1).
2. That Council delegate authority to the Chief Planning Officer to approve minor amendments to the consultation document prior to publication.

SUMMARY OF OPTIONS ANALYSIS FOR THE DRAFT WATER SUPPLY BYLAW

Problem or Opportunity	<p>Council is required under the Local Government Act 2002 to review the Water Supply Bylaw 2015 within five years of it being adopted. This review was conducted in 2020, and on 25 March 2020 Council made the following resolution:</p> <p>'That the Chief Executive is instructed to draft an amended Water Supply Bylaw which addresses the perceived problem of providing a reliable efficient water supply system that maintains public health and safety and preserves the environment.'</p> <p>The draft Water Supply Bylaw provided in this report responds to this resolution.</p>
OPTION 1:	Approve the draft Water Supply Bylaw and Administration Manual 2023 for public consultation (recommended)
Community Views	Community views have not yet been sought.
Benefits	Community feedback into an updated local legal framework that regulates the water supply network.
Risks	The Three Waters National Transition Unit has indicated that it will begin working towards replacing bylaws which could overlap with this consultation process.
Financial	Costs can be met within current budgets.

OPTION 2:	Continue the current water supply bylaw in accordance with section 160(3)(b) of the Local Government Act 2002 (and consult accordingly)
Community Views	Community views have not yet been sought.
Benefits	No significant benefits have been identified.
Risks	Council will be consulting on a current bylaw that does not include any of the potential improvements identified. If the consultation process identifies changes that Council would like to make, then further consultation will be required.
Financial	Costs can be met within current budgets.
OPTION 3:	Defer approval to consult on the water supply bylaw until the uncertainties with the Three Waters reforms are clarified
Community Views	Community views have not yet been sought.
Benefits	Council will have clarity on timeframes imposed by the new entity, and the regulatory tools that will be employed.
Risks	Identified improvements to the bylaw may be deferred or lost. Lost opportunity in the short term to embed improvements and changes not being adopted in the long term.
Financial	Costs can be met within current budgets.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The draft **Water Supply Bylaw 2023** and **Water Supply Bylaw Administration Manual 2023** respond to the outcome of a bylaw review (required by the Local Government Act 2002) conducted in 2020. The report provides the opportunity for the 25 March 2020 resolutions by Council to be met.

Three Waters Reforms

- 1.2 Since 2019 the Government has made a suite of changes to three waters regulations. Taumata Arowai was established as the centralised regulator to oversee, administer and enforce a new drinking water regulatory system. One of the three proposed Bills which give effect to system-wide reforms to water delivery services has been passed into law – The Water Services Entities Act 2022. This Act does not make water supply bylaws immediately or imminently redundant.

- 1.3 The Water Services Legislation Bill is currently proceeding through the house and is scheduled to be adopted into law later this year. This Bill will give the boards of the waters services entities the ability to create binding instruments (similar to our existing bylaws) in the establishment period (from December 2022 until the establishment date - 1 July 2024). The Board can create new instruments for all or part of the entity area, or it can adopt existing bylaws in the applicable entity area (with or without amendment). If it adopts an existing bylaw for an existing area and does not materially change the effect of that bylaw, then no further consultation is required.
- 1.4 Under the current law water supply bylaws remain the legal instrument to regulate the distribution of treated water around the City, and the relationship between water supply customers and Council as service provider.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

2.1 The current Water Supply Bylaw 2015 was reviewed in 2020 as required by the Local Government Act 2002 ('LGA 2002'). On 25 March 2020 Council resolved:

- 1. *That pursuant to s 155(1) of the Local Government Act 2002, Council determines that a bylaw is the most appropriate way of addressing the perceived problem of providing a reliable and efficient water supply system that maintains public health and safety and preserves the environment.*
- 2. *That pursuant to s155(2)(a) of the Local Government Act 2002, Council determines that a stand-alone bylaw is the most appropriate form for a water supply bylaw.*
- 3. *That pursuant to s 155(2)(b) of the Local Government Act 2002, Council agrees that it is not anticipated that a revised bylaw would give rise to implication under the New Zealand Bill of Rights Act 1990.*
- 4. *That the Chief Executive is instructed to draft an amended Water Supply Bylaw which addresses the perceived problem of providing a reliable efficient water supply system that maintains public health and safety and preserves the environment.*

2.2 The length of time that has lapsed since these resolutions is due to Covid-19 related delays and staff turnover.

3. DESCRIPTION OF OPTIONS

3.1 The primary purpose of this report is to present Council with a draft water supply bylaw and to seek approval to publicly consult on this draft. The options are to approve the draft bylaw for public consultation, to continue the current bylaw instead, or to defer a decision until the uncertainties of the Three Waters reforms are clarified.

4. ANALYSIS OF OPTIONS

Option 1: Approve the draft water supply bylaw and administration manual for consultation (recommended)

- 4.1 Option 1 is the next step towards completing the bylaw development process and in line with legislative requirements to publicly consult. Staff have made improvements to the current bylaw and in line with best practice are seeking feedback from the community on whether we got it right. Following consultation, the draft bylaw, with any amendments, will be recommended to replace the current bylaw.
- 4.2 The intent and principles of the draft bylaw remain the same, but improvements have been proposed to the structure and wording to improve clarity of purpose, readability, and implementation. The following is a summary of the changes:
- An acknowledgement that tangata whenua are kaitiaki of water, and particularly Rangitanē o Manawatū's role as mana whenua.
 - Drafting backflow provisions within the bylaw instead of as a separate appendix.
 - Clarifying Council's ability to review extraordinary and restricted flow supply connections to ensure the safety and integrity of the network.
 - Improving cross reference between the bylaw and administration manual.
 - Updating maps.
 - Removing forms and duplicated appendices.
- 4.3 The main benefit of choosing Option 1 is giving the community the opportunity to provide feedback on a local legal framework that regulates Council's water supply network. Council is the largest drinking water supplier in Palmerston North overseeing:
- Two dams at Turitea Reserve;
 - Eight water supply bores;
 - The Turitea water treatment plant that treats water collected at the dams;
 - A distribution network which includes 566km of main pipelines, 196km of service lines, 4,894 valves, 3201 hydrants, 2098 meters, 448 backflow preventers and 31,390 connections to properties.
- 4.4 The risk of choosing Option 1 is that it may overlap with work that the National Transition Unit has indicated it will begin carrying out in relation to bylaw replacements. The Water Services Legislation Bill (currently with Select Committee and expected to become law by mid-2023) will be the legislative

instrument that gives the entities the power to regulate the water services it is responsible for. The practicalities and timing for how this will be carried out remain unknown.

Option 2: Continue the current bylaw in accordance with Section 160(3)(b) of the Local Government Act 2002 (and consult accordingly)

- 4.5 Option 2 is an available course of action if Council decides to not pursue an amendment or replacement through the draft bylaw. If Council adopt Option 2 then a resolution will be required to rescind the 25 March 2020 resolution to develop a replacement bylaw. Section 160 of the Local Government Act 2002 requires us to consult if we decide that the current Bylaw should continue without amendment.
- 4.6 There are no significant benefits identified for this option, and therefore it is the least preferred option.
- 4.7 The risk of choosing this option is that Council will be consulting on an existing bylaw that was adopted in 2015 but does not include any proposed changes for improvement. If the consultation process does identify improvements to the bylaw that the Committee or Council would like to include then further consultation may be required which will lead to delays in adoption and implementation.

Option 3: Defer approval to consult on the water supply bylaw until the uncertainties with the Three Waters reforms are clarified

- 4.8 If Council is opposed to directing any further resource to this bylaw for the time being, then Option 3 is a possible course of action. Section 160(3) of the LGA 2002 does not specify a time in which Council needs to choose a course of action following the review. Therefore, doing nothing following the review does not affect Council's ability to continue to regulate water supply under the current bylaw. The current bylaw will still be in effect until 2030, or when it is superseded by rules imposed by the Water Services Entities.
- 4.9 The benefit of choosing this option is that Council will be more informed in terms of how the handover for regulating the water supply network will proceed. At this time there is little detail available, particularly regarding the timeframes and mechanism of how bylaws will be replaced. In the short-term Council can direct resources to other priorities, while still having the ability to revisit the work should there be significant change to the planned bylaw replacement. This would avoid taking the draft bylaw through consultation deliberation and adoption, and implementation phases, that will require input from a team of staff and other resources.
- 4.10 The risk in choosing this option is a lost opportunity to future-proof the bylaw now, and therefore identified improvements to the bylaw would be lost or delayed. The Three Waters landscape is continually changing, and benefits of Option 3 are contingent on the reforms proceeding as planned. The outcome

of the general election (scheduled for October 2023) may impact the future of the Three Waters reforms.

5. CONCLUSION

5.1 Approving the draft Water Supply Bylaw and Administration Manual for public consultation (Option 1) is recommended. This will allow the process of making a new bylaw to proceed and be adopted in June 2023. Formal consultation will provide the opportunity to receive submissions on the proposal.

6. NEXT ACTIONS

6.1 If the Council approves the draft bylaw for public consultation, then the Statement of Proposal will be finalised for publication and the consultation process will begin.

6.2 A consultation plan will be developed and implemented providing opportunities for feedback on the proposal.

6.3 The proposed consultation period will run for a month over April 2023. The hearing of submissions is planned for May 2023. A final report, with staff advice on the issues raised by submitters, and recommendations on proposed changes to the draft Bylaw and Administration Manual, will be presented to Council in June 2023. If adopted by Council, implementation will begin from 1 July 2023.

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

7.1 Under section 156 of the LGA 2022 the Council is required to use the special consultative procedure if the bylaw concerns a matter identified in the Significance and Engagement Policy as being of significant interest to the public, or the Council considers that there is a significant impact on the public due to the proposed bylaw.

7.2 Based on the assessment of the specific requirements under the LGA 2022 for bylaw making, and taking into account the Significance and Engagement Policy, the special consultative procedure will be used for consultation on the draft Water Supply Bylaw.

7.3 The consultation document provided in Attachment one includes the Statement of Proposal, the reasons for the proposal, and the determinations made by Council under Section 155 of the LGA 2022.

COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No

Does this decision require consultation through the Special Consultative procedure?		Yes
Is there funding in the current Annual Plan for these actions?		Yes
Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 4: An Eco City		
The recommendations contribute to the achievement of action/actions in Waters The action is: Complete the review of the Water Supply Bylaw		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	An appropriate bylaw to determine the management of the city's water supply will protect and provide a sustainable water supply network.	

ATTACHMENTS

1. Statement of Proposal - Draft Water Supply Bylaw 2023 [↓](#) 

MEMORANDUM

TO: Council

MEETING DATE: 5 April 2023

TITLE: Further information on Council land options for an artificial turf (Long Term Plan Programme 1133 - Sportsfields – Artificial Football Pitch)

PRESENTED BY: Ann-Marie Mori, Policy Analyst and Aaron Phillips, Activities Manager - Parks

APPROVED BY: David Murphy, Chief Planning Officer
Bryce Hosking, Acting Chief Infrastructure Officer

RECOMMENDATION TO COUNCIL

1. That the Council receive the memorandum titled 'Further information on Council land options for an artificial turf (Long Term Plan Programme 1133 – Sportsfields – Artificial Football Pitch) presented to Council on 5 April 2023.
-

1. ISSUE

- 1.1 This memo provides further information about Council sites that have been considered through the planning and investigative work on the proposal for an artificial turf as part of a regional 'Home of Football'. The memo provides a high-level assessment of these sites, along with an overview of the financial implications of an artificial turf located on Council land.
- 1.2 The memo is in response to the resolution of the Culture and Sport Committee on 8 March "That the Chief Executive consider an artificial turf on Council land and report back to this Committee". This information has been brought forward to Council to expedite any further consideration of this matter.
- 1.3 The information in this memo should be read in conjunction with the report titled [Artificial Turf Feasibility Study \(Long Term Plan Programme 1906\)](#) presented to the Culture and Sport Committee on 8 March 2023.

2. BACKGROUND

- 2.1 In 2014/15 the Central Football Federation requested Council support for an artificial football turf as part of a 'Football Centre of Excellence'.
- 2.2 Council made provision for an artificial football turf in the 2015/25 Long Term Plan (programme 1133 – Sportsfields – Artificial Football Pitch).

- 2.3 In 2017 Central Football's submission to the 2017/18 Annual Plan raised the 'Home for Football for the Manawatū' concept, indicating a preference for this to be developed at Massey University.
- 2.4 New Zealand Football's National Facilities Strategy 2010-2021 (updated in 2016) sets out aspirations for each of the seven Federations. Creation of a Home of Football was identified as a strategic direction for the Central Football Federation. A 'Home of Football' is a cluster of facilities in one location, including an artificial football turf, to support the training, competition, and player development needs of football in a region.
- 2.5 From 2010 to 2018 several Council and non-Council sites were scoped at various levels of detail to help determine a preferred location for an artificial turf as part of the Home of Football. These are discussed more in section 3 of this memo.
- 2.6 A location selection process for an artificial football turf was undertaken in 2018, however, the decision on a location was deferred by Council and the decision made for there to be more research of the financial implications and demand (and for this work to align with the direction in the Manawatū-Whanganui Regional Sport Facilities Plan).
- 2.7 Council funded a needs assessment and then a feasibility study by specialist sport and recreation consultants Recreation, Sport, Leisure Consultancy (RSLC). This process followed the Regional Sport Facilities Plan's Investment decision-making process endorsed by Council in 2018. The purpose of the RSLC work was to determine the need for an additional artificial surface and to examine the viability.
- 2.8 In 2020 the RSLC Needs Assessment for an additional turf confirmed that there was a need to explore options to address the shortfall in capacity for winter code training. An artificial turf is the most efficient way of increasing training capacity.
- 2.9 The subsequent RSLC feasibility study assessed various sites for an artificial football turf as part of the original Home of Football proposal. The feasibility report supported the initiation of discussions with Massey University with a view to forming a partnership for an artificial turf to support both the original Home of Football proposition and assist with meeting training needs.
- 2.10 The recommendations in the Feasibility Study formed the basis for recommendations to the Culture and Sport Committee on 8 March 2023. However, when this research was presented to the Culture and Sport Committee, the Committee resolved:

[Resolution 8-23](#)

That Council note the feasibility study report found that an artificial football turf is feasible at Massey University, in partnership with Central Football and Massey University, as part of a 'Home for Football' in the Manawatū.

That the Chief Executive consider an artificial turf on Council land and report back to this Committee.

3. COUNCIL SITES CONSIDERED DURING EARLIER PHASES OF THE PROJECT

3.1 This section describes and expands on the investigation undertaken to consider the location and viability of an artificial turf (within the context of a Home of Football) at various sites, including Council-owned options.

3.2 Consideration was given to various sites and the benefits that partnership arrangements can bring to facility development proposals. Partnership arrangements could create greater day-use of any new facilities along with shared capital, operational and renewal costs. Exploration of partnership options were considered to achieve the external funding component required by Programme 1133.

3.3 Seven Council sites were considered in various levels of detail. These were:

- Ashhurst Domain (assessed in *Artificial Football Field Location Options Preliminary Feasibility and Cost Assessment* to assist with a location decision process in 2018; this site was noted in the recent Feasibility Study but not assessed further with preference given to Central Energy Trust Arena and its strategic position as the City's primary multi-sport hub).
- Celaeno Park (assessed in the 2022 Feasibility Study in conjunction with Cornerstone Christian School's proposal to locate an artificial turf on the school site with supporting grass fields at Celaeno Park).
- Central Energy Trust Arena (assessed in *Artificial Football Field Location Options Preliminary Feasibility and Cost Assessment* to assist with a location decision process in 2018; fully assessed in the 2022 Feasibility Study).
- Coronation Park (early scoping assessment only).
- Hokowhitu Park (early scoping assessment only).
- Monrad Park (early scoping assessment only); and
- Skoglund Park (assessed in the 2022 Feasibility Study alongside Freyberg High School's proposal for an artificial turf located on the school site with the supporting grass fields at Skoglund Park).

4. SUMMARY OF ASSESSMENT OF COUNCIL SITES – SUITABILITY FOR AN ARTIFICIAL TURF

4.1 In response to the request by the Committee, further assessment of the sites described above was carried out (informed by the criteria developed for the recent Feasibility Study by RSLC).

4.2 Each site was assessed in terms of the availability of grass sportsfield space in addition to a new artificial turf, location and accessibility, topography,

supporting infrastructure (e.g. parking, toilets, floodlights), and current use (including potential displacement of existing users).

4.3 The table below shows a 'traffic-light' summary of the Council sites described above with more information on each of the criteria provided in attachment 1:

Venue	Size	Location	Topography	Other infrastructure	Sports Hub Potential	Historic / current use	Adequate space	Proximity to players	Secure site / good visibility	Consenting	Club capture	Fit with Home of Football
Ashurst Domain	Green	Yellow	Green	Yellow	Yellow	Green	Green	Yellow	Red	Green	Green	Yellow
Celaeno Park	Green	Yellow	Green	Yellow	Red	Green	Yellow	Green	Yellow	Yellow	Green	Yellow
CETArena	Green	Green	Green	Green	Green	Green	Yellow	Green	Green	Green	Yellow	Yellow
Coronation Park	Green	Yellow	Green	Yellow	Red	Yellow	Green	Green	Yellow	Green	Green	Yellow
Hokowhitu Park	Red	Green	Green	Yellow	Yellow	Green	Yellow	Green	Yellow	Yellow	Green	Red
Monrad Park	Green	Yellow	Green	Yellow	Green	Green	Green	Green	Yellow	Yellow	Yellow	Yellow
Skoglund Park	Yellow	Green	Green	Green	Green	Green	Yellow	Green	Red	Green	Yellow	Yellow

Key:

	Does not meet identified criteria
	Partially meets identified criteria
	Fully meets identified criteria

4.4 This high-level assessment shows that, while no site fully meets all the criteria, there is potential for an artificial turf to be constructed on Council land. Central Energy Trust Arena meets more of the criteria than the other Council sites.

4.5 Most of the sites could support an artificial turf alongside other grass sports fields, however none of the Council sites would fully support Central Football's original proposal for an artificial turf in the context of a 'Home of Football'.

5. OVERVIEW OF FINANCIAL AND OPERATIONAL IMPLICATIONS OF A TURF ON COUNCIL LAND

- 5.1 Financial planning for this proposal relies on some assumptions. The initial 'capital – new' budgets included in the 2015-2025 LTP were based on a new turf being constructed on Council land with a 50% contribution of external funding. Subsequent reports to Council have highlighted the potential for a partnered opportunity and that the funding model could change.
- 5.2 Financial Programme 1133 (in the 2021-2031 LTP) has been treated as a 'placeholder' recognising the need to project any operational impacts of a capital programme while also managing uncertainty about a confirmed location. The current provision in the Draft Annual Budget 2023/24 is:
- Design and consenting costs for a new artificial turf of \$199,000 in 2023/24 (funded through both a 50% Council contribution and other 50% being met by grants and subsidies); and
 - A capital cost of \$2,158,698 for a new turf funded through both a 50% Council contribution and 50% being met by grants and subsidies (i.e. external funding) in 2024/25.
- 5.3 A high-level summary of the financial considerations for Council-owned locations (from the RSLC report Palmerston North City Council Artificial Turf Feasibility Study) included the following:
- The total capital cost for an artificial turf will depend on the existing infrastructure but could range from \$2.2M - \$2.7M.
 - A contribution of 50% of the capital cost would be required from external funders.
 - All operational, maintenance and renewal costs would be the responsibility of Council.
 - Annual estimated operating costs of \$30K per annum would be offset by estimated revenue of \$42K per annum.
 - Council would be responsible for day-to-day management, and would retain the revenue, unless some other arrangement was made with another party (such as Central Football).

6. CONCLUSION


- 6.1 This report provides a summary of the investigation and assessment of Council land in response to the recent Feasibility Study.
- 6.2 The high-level assessment shows that, while no site fully meets all the criteria, there is potential for an artificial turf to be constructed on Council land. Central Energy Trust Arena meets most of the criteria and is the most suitable Council-owned site for an artificial turf.

- 6.3 The update of the Central Energy Trust Arena Masterplan is currently underway. The review will consider previous research and engagement to inform recommendations about the specifications of any new turf.
- 6.4 Most of the assessed sites could support an artificial turf alongside other sports fields, however, none of the Council sites would fully support Central Football's original proposal for an artificial turf in the context of a Home of Football.

7. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	Yes
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Active Communities	
The action is: Plan and build an artificial football turf	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	This further assessment on Council land options for an artificial turf has been carried out to inform Council's decision-making processes. Provision of an artificial turf contributes to improving social well-being and Council's goal of being a more active community.

ATTACHMENTS

- 1. Assessment of Council sites- Suitability for an artificial turf [↓](#) 

MEMORANDUM

TO: Council

MEETING DATE: 5 April 2023

TITLE: Freedom Drive Road Reserve

PRESENTED BY: Bryce Hosking, Acting Chief Infrastructure Officer

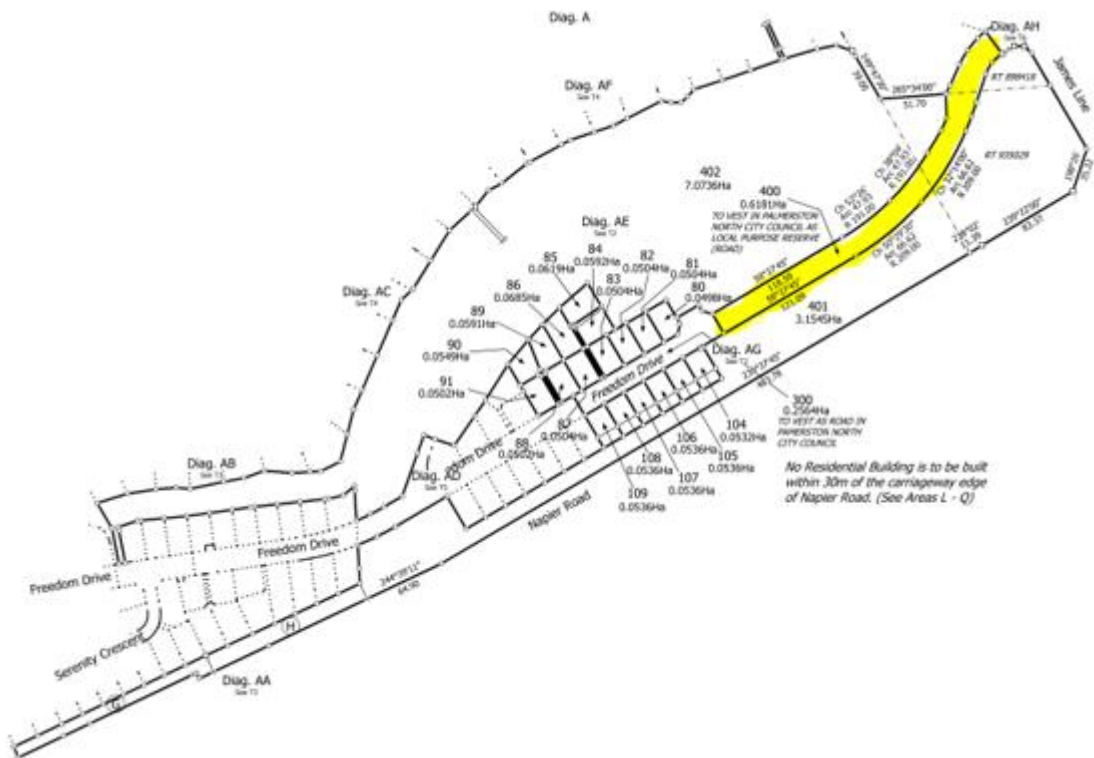
APPROVED BY: Waid Crockett, Chief Executive

RECOMMENDATION TO COUNCIL

1. That Council approve the dedication of the current Local Purpose Reserve (Road) described as Lot 44 DP 559569, which is owned by Palmerston North City Council, as 'Road' within the Freedom Drive subdivision.

1. ISSUE

- 1.1 A resolution is required to dedicate a section of land, which is owned by Palmerston North City Council as Local Purpose Reserve (Road), as Road outright within the Freedom Drive subdivision.



- 1.2 This matter is pursuant to Section 111 of the Reserves Act 1977 and as such requires a resolution from Council for the Local Purpose Reserve (Road) to be dedicated as Road.
- 1.3 The recommendation will allow access for the new lots proposed to adjoin this section of Freedom Drive without requiring right of way easements (and potentially other services related easements) across the Local Purpose Reserve (Road). The alternative is not practical nor standard practice, as it would require public consultation under other provisions of the Reserves Act if any such easements were needed to be registered against the title for this reserve land.
- 1.4 The proposed change in reserve status is considered administrative in nature. A resolution records the intended status of the land now that the road has been constructed to Council's standards, and to remove the need for right of way (and potentially other services related) easements.

2. BACKGROUND

- 2.1 In April 2021, during the review of the developer's resource consent for stage 4B of the Freedom Drive Subdivision, Council took measures to ensure that Freedom Drive would connect all the way through from Roberts Line to James Line at the completion of the subdivision. Council therefore required Lot 400 on Deposited Plan 559569 to be vested in the Council as Local Purpose Reserve (Road).
- 2.2 Lot 400 on Deposited Plan 559569 was vested in the Council as Local Purpose Reserve (Road) on 16 February 2022 and Record of Title 985570 was issued.
- 2.3 The reason this land was not vested as Road at that time was because the construction of the road had not commenced (and was not intended to commence until a later stage of the subdivision); it was simply a metal track.
- 2.4 The developer has now constructed the road within Lot 400 to Council's development standards and is seeking acceptance for the completion of the engineering works as part of the title approval process.

3. NEXT STEPS

- 3.1 The Local Purpose Reserve (Road) will be dedicated as road as part of the title approval process with LINZ (Land Information New Zealand).

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do, they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No

Does this decision require consultation through the Special Consultative procedure?		No
Is there funding in the current Annual Plan for these actions?		No
Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 5: A Driven & Enabling Council		
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship		
The action is: Council decision-makers are given high-quality and timely advice.		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Dedicating the land as road will enable a good practice outcome for the residents in a new subdivision.	

ATTACHMENTS

Nil

COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 5 April 2023

TITLE: Council Work Schedule

RECOMMENDATION TO COUNCIL

1. That the Council receive its Work Schedule dated April 2023.

COUNCIL WORK SCHEDULE APRIL 2023					
#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause number
1.	5 April 2023	Palmerston North Civic and Cultural Precinct Masterplan – Final Report	Chief Planning Officer		1 April 2019 Clause 16.1
2.	5 April 2023	City Transportation Review Scope	Business Assurance Manager	The report will be presented to the Risk & Assurance Committee on 26 April 2023	Infrastructure 17 August 2022 Clause 14.3-22 Council 5 October 2022 Clause 123.2-22
3.	5 April 2023 3 May 2023	Agree Terms of Reference and appoint to Steering Groups: • Civic and Cultural Master Plan • Streets for People and • Nature Calls Adaptive Management	Chief Planning Officer/ Chief Infrastructure Officer		30 November 2022 Clause 168- 22

COUNCIL WORK SCHEDULE APRIL 2023					
#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause number
4.	3 May 2023	Appointment of CEDA Director	Assistant Chief Executive	Delayed due to Electoral College availability	Terms of Reference
5.	3 May 2023	Standing Orders - Managing conflicts of interests at meetings	Assistant Chief Executive		15 February 2023 Clause 7-23
6.	3 May 2023	Rating Valuation & District Valuation Roll Services - contract approval	Chief Financial Officer		Terms of Reference
7.	31 May - 1 June 2023	Annual Budget - Deliberations	Chief Financial Officer		Terms of Reference
8.	1 June 2023	Fees and Charges - Confirmation following public consultation	Chief Financial Officer		Terms of Reference
9.	1 June 2023	Remits received from other Territorial Authorities	Assistant Chief Executive		Council 24 June 2020 Clause 67-20
10.	14 June 2023	Annual Budget - Deliberations incorporated into document	Chief Financial Officer		Terms of Reference
11.	28 June 2023	Annual Budget - Adopt Final document	Chief Financial Officer		Terms of Reference
12.	First half of 2023	Options to address the key challenges identified in the 2022 Residents' Survey	Chief Planning Officer		14 December 2022 Clause 197-22.3

COUNCIL WORK SCHEDULE APRIL 2023					
#	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause number
13.	First half of 2023	Approve list of Code of Conduct Investigators	Assistant Chief Executive		16 November 2022 Clause 153-22
14.	First half of 2023	Approve Remuneration of CEDA Directors	Chief Planning Officer		CEDA Appointment of Directors Policy
15.	4 October 2023	Annual Report 2022/23 - Adopt	Chief Financial Officer		Terms of Reference

ATTACHMENTS

Nil

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 5 April 2023

TITLE: Presentation of the Part I Public Strategy & Finance Committee Recommendations from its 22 March 2023 Meeting

Set out below are the recommendations only from the Strategy & Finance Committee meeting Part I Public held on 22 March 2023. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 3.18.1)

4.7-23 53A and 55 Totara Road - Proposal to grant a lease to Manawatū Archery Club Incorporated

Report, presented by Bryce Hosking, Acting Chief Infrastructure Officer.

The **COMMITTEE RECOMMENDS**

1. That Council grant a lease of land at 53A and 55 Totara Road, Palmerston North being Lot 1 DP 40375 and Part Lot 2 DP 2003 to Manawatū Archery Club Incorporated, in accordance with Council's Support and Funding Policy 2022.

6-23 Adderstone Reserve - Decision on proposal to change part to housing

Report, presented by Kathy Dever-Tod, Group Manager - Parks and Logistics and Aaron Phillips, Activities Manager – Parks.

The **COMMITTEE RECOMMENDS**

1. That Council retain Adderstone Reserve in its entirety.
2. That Council note that:
 - a. The Pacific Drive portion of Adderstone Reserve is not required for recreation purposes.
 - b. That the future of the Pacific Drive portion of Adderstone Reserve will be revisited when the community facilities needs for Aokautere are defined.

12-23 Quarterly Performance and Financial Report - Period Ending 31 December 2022

Memorandum, presented by Scott Mancer, Finance Manager, Sue Kelly, Manager - Project Management Office and Andrew Boyle, Head of Community Planning.

The **COMMITTEE RECOMMENDS**

1. That Council approve a new operating programme for \$500k in 2022/23, to be funded 100% through Better-off funding.

13-23 Speed Management Plan - endorsement of scope and draft objectives and policies

Memorandum, presented by Peter Ridge, Senior Policy Analyst, Hamish Featonby, Group Manager – Transport and Development, Chris Lai, Activities Manager – Transport and Charlotte French, GHD.

The **COMMITTEE RECOMMENDS**

1. That Council confirms the scope of the 2024-2027 Speed Management Plan as shown in paragraph 3.4 of the memorandum titled 'Speed Management Plan – endorsement of scope and draft objectives and policies' presented to the Strategy & Finance Committee on 22 March 2023.
2. That Council endorse the draft Objectives and Policies (Attachment 1 of this memorandum), to inform the assessment of speed limits in the 2024-2027 Speed Management Plan.

15-23 Part Waterloo Park - Proposal to exchange land

Report, presented by Kathy Dever-Tod, Group Manager - Parks and Logistics and Aaron Phillips, Activities Manager – Parks.

The **COMMITTEE RECOMMENDS**

1. That Council agree to consult the community, in accordance with Section 15 of the Reserves Act 1977, on the proposal to exchange 1,300m² of Waterloo Park, being part of Part Lot 44 DP 22620 held in title WN8C/884, for new reserve land in the Roxburgh Crescent area if the rezoning of that area is approved.
2. That Council note that the land is Crown derived and such final approval of the exchange is subject to the approval of the Department of Conservation.